

1 May 1974

MEMORANDUM FOR: Chief, DD/I Management Staff

SUBJECT : Survey of Word Processing Equipment Requirements

REFERENCE : Memorandum from Associate Deputy Director for
Intelligence, 20 March 1974

1. It is very difficult to measure productivity of word processing equipment in an office environment as opposed to a pool of word processing equipment and operators. I am convinced, however, that the nature of the work carried out in COMIREX requires immediate access to the word processing equipment and the operators so a pool arrangement would not be feasible.

2. The word processing equipment in COMIREX has completely replaced conventional typewriters and is used for all finished typing produced by the office. Finished products range from a single-page memorandum to reports of a hundred or more pages. A large percentage of the output is reproduced by NPIC for distribution throughout the Intelligence Community.

3. Almost all of the material produced goes through at least two iterations and, because many of our finished products involve inter-agency and intra-agency coordination, portions of many reports go through up to five or six iterations. A single report may remain in draft for several months awaiting additional data or comment but if it has been preserved on magnetic cards in its last iteration, it can be prepared in final form for the printers in very short order after the final comments are in.

4. The word processing equipment we have has been of tremendous help in making it possible for COMIREX to respond to many short-deadline requirements for support over recent weeks.

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5. We have had two MCST stations for slightly over a year and added a third one within the last several weeks. Two of the girls have been using these machines only a short time but their production has already been increased by the use of this equipment. Our most experienced operator uses the MCST along with her other duties including filing, logging, etc. She is very proficient and turns out an unbelievable volume of work on the MCST. We have one MTST at our office in [REDACTED] which has helped to alleviate an almost critical clerical shortage in EXSUBCOM.

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6. Until we have achieved full integration of our new Secretarial personnel and MTST equipment into our working cycle, it is premature to develop the type of supporting statistical data eventually called for in terms of routine steady-state utilization of this equipment. Our experience to date, however, verifies the need for all MTST equipment presently on hand.

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for

[REDACTED]
Chairman, COMIREX

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